## Pilot Grant Proposal

## **Instructions**

Complete the application that follows and submit with the required documents listed below to [techtalentaccelerator@bhef.com](mailto:techtalentaccelerator@bhef.com) by November 28, 2025.

If you are requesting additional funds to support a Work-Based Learning (WBL) component of your Pilot Grant proposal, please also complete the supplemental application. We are not awarding standalone WBL grants.

Other required documents:

* **Budget Request Form**

Awards between $10,000 and $30,000 will be made to support Pilot Grantees. Please submit a proposed budget in this range that best supports your project. An additional pool of $100,000 total will be made available for applicants pursuing supplemental WBL funds. If you are submitting a supplemental WBL application, please complete the WBL Budget tab in the Proposed Budget Form with the budget that would best support your project. Indirect costs are not allowed.

* **Letter of Support (LOS) from Business Partner**

At least one LOS from an employer with operations in Connecticut is required detailing their support (e.g. advising on curriculum, acting as a classroom speaker or co-instructor, interviewing or hiring commitments, etc.). If you are submitting a supplemental WBL application, you only need to submit at least one Pilot Grant LOS and your Pilot Grant LOS should also detail the employer’s contribution to the WBL component of your proposal, such as hiring commitments, supervisory role, provision of real-world projects, wages, etc.

## **Application**

### **Applicant Contact Information**

**Principal Investigator – Required**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Institution: | |

**Executive Sponsor (e.g. Dean, Provost, President) - Required**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |

**Institutional Research or Project Data Lead - Required**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Lead Industry Partner – Required**

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| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

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| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

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| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

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| --- | --- |
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| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

|  |  |
| --- | --- |
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| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

## **Proposal Narrative**

### **Proposal Overview (600 words)**

*Describe your proposed project. Include responses to the following statements and questions:*

1. Explain how the proposed project will contribute to the achievement of TTA 3.0’s objectives. Be sure to describe the expected impact for the state’s learners, businesses and workforce development ecosystem.
2. To which priority area(s) does your proposal align? (Check or mark the applicable priority area(s).)
   * **Priority 1: Reskill/Upskill the Tech Workforce for AI Competencies**
   * **Priority 2: Align Postsecondary Programs with Industry AI Needs**
   * **Priority 3: Create Pathways to AI Skills Development for Secondary Students**
3. Pilot grants will support the refinement or expansion of existing AI skills training initiatives, programs and/or partnerships. Please describe program and/or partnership that your proposal is centered on, such as the curricular vehicle (course, badge or microcredential, bootcamp, credential or degree program), whether it is offered on a for-credit or non-credit basis and if it’s transferable or stackable into other postsecondary programs.
4. What methods will you use to advertise the program and recruit and enroll learners and workers?

### **Business Use Case (600 words)**

*Describe the business use case for your proposal and how your partnership with one or more employers will address it. Include responses to the following questions:*

1. What AI-related talent gap, in terms of knowledge, skills and abilities, does the program resolve for your business partner or industry sector? Please cite your sources.
2. Which types of roles and how many openings does your business partner need to fill? What is your capacity to provide talent for those positions?
3. Describe the contributions your partner(s) will make to your proposed project.
4. By the end of the grant period, how many learners will your business partner interview for full-time employment and/or WBL opportunities or consider for promotion based on upskilling

### **Capacity and Sustainability (350 words)**

*Describe how your institution and partnership will ensure the project’s success and sustainability after the end of the grant period, including:*

1. How does this project align with broader institutional goals and/or priorities?
2. How will your project team be composed and deployed to meet the timeline and milestones set out in this proposal? What non-financial resources (e.g. staff support or in-kind support from other departments, staff support from your employer partner, etc.) within and outside of your institution and partnership do you plan to leverage?
3. Will your project braid any additional sources of funding to support its operations or learner success (e.g. other institutional, state, federal or philanthropic funds)?
4. How will the AI skills initiative, program or partnership be sustained after the end of the TTA 3.0 grant period? What steps will you take to ensure curriculum stays current with evolving AI skills needs?
5. What barriers or limitations to your project do you anticipate? What strategies will you use to overcome challenges?

### **Timeline, Milestones and Metrics (250 words)**

1. Please provide a brief timeline of implementation based on a grant period of February 1, 2026 to August 31, 2026. Be specific as to when the program will be open for enrollment by workers/learners.
2. What 3-5 key milestones must be achieved for your project to be successful?
3. How many learners do you anticipate enrolling within the grant period?
4. What additional outcomes and impacts do you expect to achieve and how will you measure them?

## **Commitments**

### **Data Tracking Agreement**

Our institution understands that the Tech Talent Accelerator is funded by the Connecticut Office of Workforce Strategy (OWS) and administered by the Business-Higher Education Forum with support from the New England Board of Higher Education. Our institution also understands that we will be asked by BHEF-NEBHE to provide data related to its TTA program (e.g., number of students served, number of credentials earned by students, number of business partnerships, etc.) on a regular basis which will be reported to OWS and may be used for promotional purposes. Data used for promotional purposes will be reported in the aggregate, with no special reference to any one institution’s data.

Initial to affirm – Principal Investigator:

Initial to affirm – Executive Sponsor:

### **Technical Assistance and Community of Practice Agreement**

Our institution understands that participating in TTA 3.0 involves regular meetings with program staff from BHEF and NEBHE, in order to receive technical assistance and support executing the project. We understand as a grantee that the project’s principal investigator and project team will be expected to attend regularly scheduled in-person and virtual Community of Practice meetings that will provide insights from national experts, best practices and case studies and peer-learning opportunities.

Initial to affirm – Principal Investigator:

Initial to affirm – Executive Sponsor: